



Central Instrument Facility, IIT (BHU), Varanasi-221 005
Internal Requisition Form XPS



Nature of Work: UG/PG/IDD/PhD./PDF/Project/ Consultancy/ Industry. (Pl. Tick)

Req. No.:

User Information

Name of Indenter:

Name of Supervisor/PI (in case of PhD/Dissertation/Project): Employee ID:

Name & Address of Department/School:

Phone Number: Email:

Date:

Minimum sample requirements:

Signature of the indenter

1. **Pallet** – 1 cm dia with 2-3 mm thickness (supplied by indenter itself)
2. **Thin film** – 1 cm²

IMP: Is your sample containing any volatile/degassing element like Iodine (I) & Sulfur (S). Tick appropriate

Yes	No
-----	----

Serial Number	1.	2.
Sample Name		
Nature of Sample (Pallet/ Thin Film)		
Chemical Nature (Organic/ Inorganic/ Organic - inorganic/ Carbon based)		
Sample Property (Conducting/ Semi conducting/ Insulating)		
Elements to be Analysed		
Scan details Specification (Expected BE)		

Any Other:

Pl. Specify if sample is **Toxic/ Hazardous/ Explosive/** etc.:

Do you want to present during the analysis or not?

Sample required be to preserve or not: Yes/ No (If NO, mode of disposal):

Special request (if any):

Signature & Remark of Operator: *Date & Time*.....

✂ -----

Requisition Number (CIF Office will provide) :	
Payment:	
A. Faculty Research Support Grant / CPDA	
Project Contingency (Project code)	
B. Department/School Operating Grant	
Pl. Deduct Rs.	
CIF: Professor In charge	For A: Faculty Member/PI (Signature with seal) For B: HoD/Coordinator (Signature with seal)

FOR USE IN FINANCE OFFICE

<p><u>Expenditure may be debit/credit to:</u></p> <p>Minor Head: Support Activities Minor Sub Head: Income from Central Instrument Facility</p>
--

<u>PASSED FOR PAYMENT/ ADJUSTMENT</u>			
For Rupees			
Asst.	S.O.	A.R.	D.R.